

CITY OF BRYAN
JOB DESCRIPTION – 1310

Working Title: ADMINISTRATIVE CLERK

Career Ladder: BUSINESS OPERATIONS **Level:** 130

Department: FACILITY/FLEET SERVICES

SUMMARY AND PRIMARY FUNCTION

Performs a variety of secretarial and clerical duties to support the operations of Fleet Services.

QUALIFICATIONS AND SKILLS

High school diploma or equivalent with additional, formal education beyond high school desirable.
2-4 years related experience performing administrative, clerical or office support responsibilities in a similar office environment.

Proficiency using a variety of office/laboratory equipment machines.

Proficiency in operating a personal computer and using more advanced applications in word processing, spreadsheet and graphics.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to file, maintain records and write simple reports.

Ability to understand and follow specific verbal instructions and procedures.

Good organizational skills.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

EQUIPMENT

Computer, typewriter, fax, copier, telephone and calculator.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.